



## **Results Reporting Support Consultant**

### **Introduction**

The Millennium Challenge Corporation (MCC) is a United States government-owned corporation responsible for the stewardship of the Millennium Challenge Account (MCA). MCC works with developing countries to promote sustainable economic growth to reduce poverty. As part of the due diligence of each country's proposal, MCC conducts cost-benefit analysis to assess the proposed projects' likely economic impact and cost-effectiveness and estimate the share of the population who may benefit from the program. After a Compact is signed, the Department of Compact Implementation focusing on results during implementation is responsible among other things to monitor the economic impact of Compact interventions on household income and poverty reduction.

### **Scope of Work**

The Monitoring, Evaluation, and Economics Division of MCC's Department of Compact Implementation is seeking a recent college graduate on a consultancy basis to support the results reporting function of the division by carrying out a number of data entry, report lay out and web site support functions.

Duties will include (but are not limited to) the following:

- In conjunction with sector and front-office staff, collect, manage, package and disseminate pre-identified program data by country and sector on a quarterly basis
- Perform quarterly updates to the M&E pages of MCC's external website. This includes:
  - Maintaining an excel database of key performance indicators (KPI) for each country in implementation; updating it each quarter (data entry and quality control) after data are reported to MCC by each country; generating KPI tables for each country for upload to the web.
  - Making content (both data and text) and other updates to the website on a quarterly basis.
  - Assisting with copy editing, fact-checking, and quality control for both data and text content for the website
- Every quarter, enter data reported by 18 countries implementing MCC compacts into MCC's central management information system (MIDAS); Perform necessary quality controls; Resolve any data problems by liaising with M&E lead for that country. Entry of historical data may also be required. Work with MIDAS team to automate report generation for external reporting purposes.
- Provide research, analysis and presentation support for short-notice results reporting/information requests from Management and external sources (GAO, OMB, Front Office)
- Develop other related materials such as fact sheets and other public communication tools for use on the M&E website or for other external reporting purposes.
- Maintain and manage internal M&E website "The Baseline" (a SharePoint site)

The consultancy will be for a period of 6 months at 40 hours per week. MCC may opt to extend the contract for a longer period if necessary. This position will be based in the MCC's Washington, D.C. offices. Consultant must be able to obtain a public trust clearance.

### **Evaluation Criteria**

- Undergraduate degree.
- Strong capability with Microsoft Excel and Microsoft Powerpoint.
- Familiarity with web design
- Excellent written and oral communication skills, including document editing and layout design
- Interest in/experience with international development

### **How to Apply**

Interested parties should submit by email to recruitment@mcc.gov the following package: 1) Resume, 2) cover letter that addresses the evaluation criteria and provides three professional or academic references, 3) brief and relevant writing example 4) Salary history with proposed hourly rate. Please include "Results Reporting Support" in the subject line of your email. **This announcement will expire on June 22, 2009.**